

DDP-4

## TECHNICAL SERVICES DIVISION

### SURVEY REPORT

**PURPOSE** : To conduct records inventory in TSD in compliance with memorandum from DDP/RMO dated 10 Jan 1961, Subject: 1961 CS Records Inventory.

**BACKGROUND:** [ ] requested that a member of the Records Management Staff assist in compiling this inventory. It was suggested by this Staff that a Records Control Schedule be developed concurrently with the inventory. On 7 March 1961, [ ] TSD, and [ ] of this Staff commenced the records survey.

**FINDINGS** :

- (a) The Records Control Schedule indicates that the record holdings of TSD total 3,853.2 cubic feet, categorized into 192 separate record series.
- (b) The Agency-approved Subject-Numeric file system was found in only one component.
- (c) Many records were being held beyond their usefulness. One reason for this may be that personnel were not aware that legal authority existed for destruction or that an office of record had been established elsewhere.
- (d) There appeared to be an unnecessary amount of reference material caused by the failure of personnel to dispose of material which has been revised, superseded or no longer needed.
- (e) Most branches maintain personnel and travel folders for their employees.
- (f) Agency regulations were found in several offices for which a need did not exist.
- (g) Maximum utilization was not being made of filing equipment due to improper arrangement of files.

**RECOMMENDATIONS:**

**(a) THAT THE RECORDS CONTROL SCHEDULE BE APPLIED IMMEDIATELY.**

- (1) Application of this Records Control Schedule will preserve those records of permanent value.
- (2) Adherence to this Schedule will provide an efficient and economical records disposition program within TSD which will result in substantial savings and more advantageous use of office space and filing equipment.
- (3) The orderly maintenance and control of TSD records through the Records Control Schedule will increase the efficiency of your Division.

**(b) THAT THE RECORDS CONTROL SCHEDULE BE KEPT UNDER CONSTANT REVIEW.**

The records categories as defined in your schedule reflect the current functions of each branch and section. When there is a change in the functions or when individual file series are added or deleted, appropriate changes must be made in the Records Control Schedule.

**(c) THAT APPROPRIATE RECORDS BE MAINTAINED REFLECTING THE VOLUME OF MATERIALS DESTROYED.**

Each office should submit a quarterly report to TSD/RAO for use in compiling annual report to DDP/RMO.

**(d) THAT THE AGENCY SUBJECT-NUMERIC FILE SYSTEM BE INSTALLED FOR ALL ADMINISTRATIVE-TYPE FILES.**

Installation will provide a uniform file system, eliminate duplication of records, permit a more efficient operation and allow for smooth rotation of personnel.

**(e) THAT CAREFUL REVIEW BE MADE OF ALL OTHER TYPE FILES, INCLUDING REFERENCE MATERIAL.**

This will result in combining of like materials, retiring of inactive records and disposing of materials no longer needed.

RECOMMENDATIONS (Cont'd)

- (f) THAT ONLY AUTHORIZED MANUAL CUSTODIANS WILL MAINTAIN COMPLETE SETS OF REGULATORY ISSUANCES.

Branches and sections should maintain only those regulatory issuances that are pertinent to their operation.

- (g) THAT OFFICES OTHER THAN SUPPORT STAFF DISCONTINUE MAINTAINING PERSONNEL AND TRAVEL FILES ON TSD EMPLOYEES.

This responsibility rests with TSD/Support Staff and files in other TSD offices generally result in duplication.

- (h) THAT BETTER UTILIZATION BE MADE OF FILING EQUIPMENT.

It is recommended that personnel become more space conscious and discontinue placing material horizontally instead of vertically in safes and cabinets. Greater use of the Agency-approved overnight storage box would help correct this situation.

It is also suggested that, where possible, open shelf filing be used.

- (i) THAT MICROFILMING OF PROGRESS REPORTS AND WORK ORDERS IN IB BE DISCONTINUED.

Due to the expense involved in microfilming, it is recommended that hard copy be held in lieu of filming.

- (j) THAT PAPERS BEING HELD FOR PERSONNEL ON PCS ASSIGNMENT BE RETIRED AND HELD AT THE RECORDS CENTER.

Employees should be encouraged to utilize this facility, thus relieving office space for current work.

- (k) THAT PRIORITY BE GIVEN TO THE REVIEW OF MATERIALS NOW BEING HELD FOR SCREENING.

Only by continued effort can this be accomplished, thus providing a more efficient file.

SECRET

RECOMMENDATIONS (Cont'd)

- (l) THAT GREATER RELIANCE BE PLACED ON OFFICES OUTSIDE TSD WHO HAVE LEGAL RESPONSIBILITY FOR MAINTAINING RECORDS.

Many offices in TSD were holding records for which legal responsibility for retention rests with the appropriate DDS office.

- (m) THAT THE RECORDS OF TSD FIELD STATIONS BE INVENTORIED.

To make this Records Control Schedule complete and effective, it is recommended that immediate steps be taken to inventory and schedule TSD records in the field.